



Helpful Numbers

City Numbers

Inspections Line: (281) 275-2320

Fire Marshall: (281) 491-0852

Planning Dept.: (281) 275-2818

Revenue Dept.: (Water Utilities)

(281) 275-2750

Public Works Dept.: (281) 275-2450

Engineering Dept.: (281) 275-2780

Utilities

Center Point Energy/Gas: (281) 342-6665

Reliant Energy/Power: (713) 207-7777

Alltel Communications: (281) 490-9290

Time Warner Cable: (713) 462-9000

ECO Resources: (281) 240-1988

Other Helpful Numbers

Call Before You Dig: (713) 223-4567

International Code Council: (800) 877-2224

TX State Board of Plumbing Examiners:

(512) 458-2145

TX Accessibility Standards: (800) 949-4232

Swimming Pools

1. Plot Plan- Provide a scaled drawing or survey showing the location of the pool and the location of other structures in the pool area.
2. Pool Plans- Provide a scaled drawing and specifications of the pool construction.



**General Code of Ordinances
information for swimming pools:**

Sect. 26-83
No swimming pool discharge shall drain to the sanitary sewer (must drain to the street or storm sewer).

Sect. 4.01
Single-family residential pools must be located so that the water’s edge is at least three feet from any property line.

Sect. 5-123
A permit must be obtained and all work performed by a licensed electrician with Sugar Land.

★ **Rerouting sanitary sewer lines, electrical services or gas piping requires a permit for each of the appropriate trades.**

Signs

All permanent signs require permits separate from the building permit. Signs shall comply with the requirements of the Sugar Land Development Code sign regulations.

★ **Wind device signs, such as banner signs, require permits. Call (281) 275-2370 for information.**



Monument Signs:

1. Provide a site plan showing the exact location of the sign. Show all existing signs within 300 feet of the new sign.
2. Provide the sign dimensions and specifications.



Wall Signs:

1. Provide dimensions and an elevation view of the wall on which the sign will be installed.
2. Provide dimensions and specifications for the proposed sign.

**Miscellaneous Items
Requiring Permits**

Repair or Replacement:
Irrigation, Driveway, Sidewalks, Mechanical, Electrical, Plumbing items. Foundation repairs, Bulkheads, Re-roofing, Fencing (except repairs), Storage Buildings, Covered Patios, Retaining Walls **& Change of Owner/Occupancy of a Commercial Building.**

- **To build something that is not listed, please call (281) 275-2370 to determine if a permit is required.**

★ **Work performed in a public right-of-way requires approval and/or a permit from Sugar Land Public Works Dept. Call (281) 275-2450 for right-of-way permit requirements.**



**City of Sugar Land
Development Services
Department**



Building Permits & Inspections

**123 Brooks Street
Sugar Land, TX 77478**

(Mailing Address)
**P.O. Box 110
Sugar Land, TX 77487-0110**

**Office: (281) 275-2370
Inspection Line: (281) 275-2320
Fax: (281) 275-2371**



Permit Requirements

Applicable Codes:

The City of Sugar Land has adopted the 2000 International Codes, including building, fire, residential, property maintenance, energy, mechanical, plumbing and fuel gas codes, as well as the 1999 National Electrical Code. The City enforces these codes and the technical standards they reference. To obtain building permits or certificates of occupancy, compliance with Sugar Land design standards and development codes are required.

Plans for new commercial “ground-up” construction are not accepted for building permit review without approval from the Sugar Land Planning Department. The Planning Department may be contacted at (281) 275-2818.

The Texas Department of Licensing and Regulation (TDLR) must review commercial projects with a valuation greater than \$50,000 for accessibility standards. [Texas Senate Bill No. 484] Contact TDLR at (800) 803-9202. Building permit applications will not be accepted for construction covered by this law unless TDLR verifies the required review.

Both commercial and residential projects must show compliance with the 2000 International Energy Conservation Code. [Texas Senate Bill No. 5] Model Energy Code (MEC) compliance information may be obtained at (800) 270-2633.

No public or commercial building may be demolished or renovated without an asbestos survey, which must be conducted before the building permit is approved. [Texas Senate Bill No. 509] Information and assistance may be obtained from the Texas Department of Health at (800) 572-5548 or (512) 834-6610.

Submitting Plans:

Both residential and commercial projects require three complete sets of plans. Plans must be drawn accurately to scale. Minimum page size is 24” x 36.” Necessary proof of compliance from other agencies is required at the time of submittal. Review time for residential and miscellaneous projects is seven working days, with 14 working days required for commercial projects. Assistance and information may be obtained by calling (281) 275-2370.

**Commercial Projects:
“Ground-up” Submittal**

Submittal must include:

- 1. The site plan must show all setbacks, parking spaces, fire lanes, sidewalks, landscaping and approval by the Sugar Land Planning Department.
- 2. Drawings must be signed and sealed by the design professional and accompanied by all required documents showing compliance with state law.

**Commercial Projects:
Remodeling or Tenant “Build-out”
Submittal must include:**

- 1. The site plan must show the specific location of the project in the building, the number of parking spaces allocated to the project and describe surrounding tenant occupancies.
- 2. Demolition drawings are required, and must include an asbestos survey complying with Texas Senate Bill 509. No work may start before the City approves the survey.
- 3. The floor plan must indicate all proposed work. Plans drawn by a design professional may be required, depending on scope of work.

**Single Family Dwellings:
“Ground-up” Submittal**

- 1. Plot Plan- Indicate the location of all structures and flatwork to be constructed. Identify all property lines, building lines and utility easements.
- 2. Foundation Plan- Post tension designs must be signed and sealed by a professional engineer.
- 3. Construction Plans- Provide floor, framing, electrical, plumbing and exterior elevation plans.
- 4. International Energy Code-Provide documentation verifying compliance.
- 5. Additional information is available by calling the permit office at (281) 275-2370.

Single Family Dwelling Additions:

- 1. Plot Plan- Indicate the location of all existing structures and details of the proposed addition. Identify all property lines, building lines and utility easements.
- 2. Foundation Plan- Provide a detailed drawing showing the proposed materials, beam depths, and number and size of piers (if required). Post tension designs must be signed and sealed by a professional engineer.
- 3. Construction Plans- Provide floor, framing, electrical, plumbing and exterior elevation plans.



Single Family Dwelling Remodeling:
Building Plans-Provide a description of work and a drawing showing the floor plan, as well as any changes in the electrical, plumbing and mechanical systems.

Code Amendments

Chapter 7, Building Codes and Regulations, of the Sugar Land Development Code specifies original code sections that have been deleted or amended. A copy of this chapter is available by calling (281) 275-2370. It is also available on Sugar Land's Web site at www.sugarlandtx.gov. From the home page, go to “City Services,” then to “City Code,” then to “Sugar Land Development Code.” Expand the index, and then go to Chapter 7, Building Codes and Regulations.

★ **No permits issued without insurance! Call (281) 275-2370 for requirements.**

★ **No foundation will be approved before you submit a form survey for the work.**

★ **Electrical permits are issued only to licensed electricians. Call (281) 275-2370 for licensing requirements.**

Telephone Inspection System

Sugar Land offers a telephone service that allows individuals to request inspections, receive inspection results and check the status of applications 24 hours a day.

★ **For additional information or for an update on Internet permit/inspection service, call (281) 275-2370 for details.**

